



# PHILIPPINE ACCREDITING ASSOCIATION OF SCHOOLS, COLLEGES AND UNIVERSITIES

## FOR HIGH SCHOOLS

### CHECKLIST OF REPORTS AND SCHOOL MATERIALS TO BE SUBMITTED BEFORE THE SURVEY VISIT

Name of School: \_\_\_\_\_

Type of Survey Visit: \_\_\_\_\_

Date of Survey Visit: \_\_\_\_\_

Complete this checklist and submit it together with the self-survey reports and supporting materials two (2) months before the scheduled visit. Submission will be done through a digital storage file preferably Google Drive.

| Documents   | Submitted |    |
|---|-----------|----|
|   | Yes       | No |
| 1. Self-Survey Report for the following areas (to be submitted separately):<br><br>Section I - Philosophy and Objectives<br>Section II - Faculty<br>Section III - Curriculum and Instruction<br>Section IV - Library and Audio-Visual Center<br>Section V - Laboratories<br>Section VI - Facilities<br>Section VII - Student Services<br>Section VIII - Administration<br>Section IX - School and Community<br><br>Each of the area report should contain the following: <ul style="list-style-type: none"><li>• Brief history of the Institution</li><li>• Vision, Mission and Goals of the Institution</li><li>• Enrolment profile (current and the past 5 years)</li><li>• Organogram of the Institution</li><li>• Self-Survey Executive Summary Report including the Best Features and Recommendations</li><li>• <b><u>For Formal and Resurvey Visits only:</u></b> Please include the PAASCU Team's Recommendations and Follow-up Actions taken by the institution</li></ul> | -         |    |

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|---|--|--|
| <ul style="list-style-type: none"> <li>• Accomplished Survey Forms (The Comments, Best Features and Recommendations for the Area should be included in this portion of the Report.)</li> <li>• Statistical Summary for the Area of the Survey Report and the General Statistical Summary</li> <li>• School materials that will be used as evidence and appended to the reports specially those required in the survey instrument</li> </ul> |  |  |
| 2. Consolidated Report containing all the Survey Areas  |  |  |
| 3. List of full-time and part-time faculty members indicating current faculty load and employment status  |  |  |
| 4. Current teaching schedule showing names of faculty members, subjects taught, and teaching hours  |  |  |
| 5. Professional licenses faculty staff (photocopies only)   |  |  |
| 6. Administrative Manual  |  |  |
| 7. Teaching Staff Manual  |  |  |
| 8. Non-teaching Staff Manual  |  |  |
| 9. Student Handbook   |  |  |